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December 10, 1997

DECS ORDER
No. 101, s. 1997

PRIMER OF THE PRESIDENT COORDINATING CENTER

To: Undersecretaries
 Assistant Secretaries
 Bureau/Centers/ Services Directors
 Regional directors
 All Others Concerned

1. Inclosed is a copy of the Primer on the Re-activation of the Office of the President Coordinating Center (OPCC) and among others its structure/composition.
2. Attention is invited to page 4 particularly the composition of Regional Coordinating Centers, for compliance.
3. Immediate dissemination of this Order for the information and guidance of all concerned is enjoined.


RICARDO T. GLORIA
Secretary

Incl: As stated

Reference: None

Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index
under the following subjects:

CENTERS
OFFICIALS

*Why have
under
not
part of...*

PRIMER ON THE RE-ACTIVATION OF THE OPCC

WHAT IS THE OFFICE OF THE PRESIDENT'S COORDINATING CENTER (OPCC)?

The OPCC is an ad-hoc body under the Office of the President that operates on a 24-hour basis to provide efficient flow of timely information to the President on evolving critical issues and developments in the country for the duration of his foreign visits.

The OPCC was initially activated during the state visit to Kuala Lumpur, Malaysia on 26-30 January 1997 and was last activated on 13-16 October 1997 during the President's visit to Hongkong, Myanmar and Laos. Because of the need to establish a high level monitoring and reporting system that will cover all sectors and issues nationwide, the OPCC will be re-activated for the duration of the President's trip to the United States and Canada from 18 November to 3 December 1997.

WHAT ARE THE FUNCTIONS OF THE OPCC?

The OPCC is primarily tasked to:

- a) provide timely information to the President on evolving critical issues and developments during the period through the regular submission of OPCC bulletin;
- b) provide a feedback system among and between agencies and the Office of the President in carrying out the President's Directives while in Canada and the United States;
- c) provide a channel of coordination and collaboration in the management of government affairs during the President's absence;
- d) conduct regular meetings to discuss the situation and the operations of the Center; and,

Handwritten signatures and notes at the bottom of the page, including names like 'Del... Santos', 'Security', 'pls bag', 'R/D', 'GDS', 'Held', and '11/20'.

- b) Undertake other activities that may be directed by the President.

WHAT IS THE OPEC OPERATING STRUCTURE?

The OPEC will be under the overall supervision and responsibility of the Executive Committee with the Executive Secretary as Chairman, the Secretaries of National Defense, and Interior and Local Government as Vice Chairman, and the National Security Adviser, Chief Presidential Legal Counsel, Senior Deputy Executive Secretary, Head of the Presidential Management Staff and Press Secretary as members of the Executive Committee or EXECOM.

The OPEC involves the participation and cooperation of departments and agencies under the Executive Branch to be grouped into the following operating units:

- a. The Expanded Task Force Lily which is headed by the Senior Deputy Executive Secretary (SDES) and composed of the NIA/DA, SRA, PNP/DILG, DFA, OND, DTR/DOF, NBI/DOO, NRC/NEA/DOE, DOIC, MESS/DEWS, ONWA/DOLE, DTE, EMBA, CPS, CP (Legal, PACE, CE5), NICA, Mt. Pinatubo Commission, and the Presidential Assistants for Political Affairs, Military Affairs, Police Affairs and Legislative Liaison, as members.
- b. The Counterpart Coordinating Centers which shall be established in all Departments and Agencies including Government-owned and Controlled Corporations; and
- c. The Regional Coordinating Centers which shall be composed of heads of all regional offices nationwide.

The OPEC shall be supported by the following groups:

- a) The Media Support Group which shall be composed of the Office of the Press Secretary as lead agency, PR groups of government agencies including JOCs and other outfits involved in media and communication.

- b) The OPCC Secretariat which shall be composed of PMS staff and senior officials; And
- c) The RCC Secretariat which shall be composed of the PNF Regional staff.

WHERE WILL THE OPERATING UNITS AND SUPPORT GROUPS BE LOCATED?

The OPCC operating units and support groups shall be located in the following venues:

- Expanded Task Force Lily - 4th Floor of the New Executive Building
- Media Support Group - Office of the Press Secretary, Kalayaan Hall, Malacanang
- OPCC Secretariat - 5th Floor, PMS Building
- RCC and RCC Secretariat - PNF Regional Command Headquarters
- Counterpart Coordinating Centers - respective Offices

WHO CAN BE DESIGNATED AS REPRESENTATIVES TO THE OPCC OPERATING UNITS AND SUPPORT GROUPS?

Expanded Task Force Lily - senior officials of at least Undersecretary or Asst. Secretary (for departments) or head of agency, deputy head of agency or senior manager/director (for other agencies) who will undertake 12-hour shifts

Counterpart Coordinating Centers (CCCs) - shall operate under the supervision of duly-designated action officers with ranks of at least Undersecretary or Assistant Secretary (for departments) or should be head of agency, deputy head of agency or senior manager/director (for other agencies). The said action officers should have access to their department/agency heads on a 24-hour basis.

Regional Coordinating Centers - designated senior officials of at least Director III/II or should be the head/deputy of the regional offices who will undertake 12 hour shifts.

Media Support Group - shall be supervised by a senior official of the OPS with the rank of at least an Assistant Secretary. Its personnel and duty officers will undertake 12 hour shifts.

OPCC Secretariat - shall be composed of PMS personnel and supervised by a senior official will operate on a 24-hour basis.

RCC Secretariat - shall be composed of FWP regional staff who shall operate on a 24 hour basis.

HOW CAN OPERATIONAL LINKAGES BE MAINTAINED BY THE OPCC?

- a The OPCC may call upon any government agency or instrumentalities to participate and cooperate in monitoring activities. In this regard, all Cabinet Members and Heads of agencies must provide the OPCC Secretariat with phone numbers where they can be reached.
- b All COAs must submit a list of the names and phone numbers of their designated action officers to the OPCC Secretariat prior to the re-activation of the OPCC.
- c The OPCC Secretariat shall also keep a directory of all PNF Regional Offices.

WHO SHALL UNDERTAKE OVERALL SUPERVISION OF THE OPCC AND WHAT ARE ITS DUTIES AND RESPONSIBILITIES?

- a The OPCC Chairman, Vice Chairman, or a member of the Executive Committee shall supervise the operation of the OPCC on a 24 hour rotation basis.
- b The OPCC Chairman or OPCC Duty Officer (Vice Chairman or a member of the Executive Committee ~~member~~) shall sign OPCC Bulletins/Reports to the President.

The OPCC Chairman shall submit a terminal report to the President upon closure of the OPCC operations which will include: major developments during the OPCC and other major events after the last OPCC Bulletin (if any); an overall assessment of the OPCC operation; and the participation of all involved agencies.

WHAT WILL THE OPCC OPERATING UNITS AND SUPPORT GROUPS REPORT ON AND HOW OFTEN SHOULD REPORTS BE SUBMITTED?

Expanded Task Force List - shall focus monitoring and coordinating activities on security, peace and order, and other critical issues and services (e.g. rice, oil, situation, calamity, power situation and submit reports to the OPCC, through the Secretariat, at 4 hour intervals or as often as necessary.

Counterpart Coordinating Centers - monitor and submit reports on their respective sectors to the OPCC, through the Secretariat at 6 hours intervals or as often as necessary

Regional Coordinating Centers - focus monitoring and coordinating activities on regional developments and activities and submit reports directly to the OPCC, through the Secretariat at 6 hours intervals or as often as necessary

Media Support Group - monitor and assess tri-media reports, prepare press statements on actions taken on issues and concerns raised by the media based on inputs provided by the CBS or OPCC and ensure the dissemination of press statements to tri-media networks.

OPCC Secretariat - provide overall technical and administrative support to the OPCC, including consolidation of monitoring reports for submission to the OPCC Chairman/Execom Duty Officer

RCC Secretariat - provide overall technical and administrative support to the RCC, including consolidation of monitoring reports of the RCC for submission to the OPCC, through the Secretariat, for overall integration.

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WHAT ARE THE STANDARDS AND FORMATS TO BE OBSERVED IN THE PREPARATION OF OPOC REPORTS?

Reports prepared for the OPOC must conform to the guidelines and standards set by the President. Incident reports must be straight-forward. Mere presentation of data would not be sufficient. Issues/incidents reported must have national impact for the President to immediately identify his decision or action points. Reports must be brief, concise and supported by appropriate statistics in the form of annexes. Reports must be validated and confirmed by concerned department/agency.

The report should have the following content and should observe the following format:

Assessment of the Situation. This should be able to provide information or details on the current situation about the issue or sector (what, when, why, who, how, how much). It must be able to provide an evaluation of the impact or severity of the issues or concerns being reported. This shall also include trends or historical background, as appropriate.

Actions taken. This portion of the report must be able to summarize specific actions taken by concerned department/agency and coordination work being undertaken with other departments/agencies, LGUs, and concerned sectors.

Plan of Action. This should be able to outline courses of action to be undertaken by concerned department/agency in the immediate, short and medium term period. Based on completed staff work, it must indicate if Presidential action or intervention is required such as appropriate resources/official documents.

The OPOC reports should be signed by the Excon member on-duty or his duly designated representative at the end of the duty-shift.

OFFICE OF THE PRESIDENT COORDINATING CENTER
FOR PRESIDENTIAL TRIP TO JAPAN, U.S.A. AND CANADA
5 November to 02 December 1997

SUGGESTED AREAS/TOPICS FOR MONITORING/REPORTING

<u>TOPIC</u>	<u>SOURCE</u>
GENERAL ECONOMIC BALANCES/MATTERS	
<u>Financial Stability</u>	
1. Foreign Exchange (Forex) Rate movement	BSP
2. Interest Rate movement	BSP
3. Stock Exchange trending	BSP/PSE
4. Inflation Rate	BSP/NETA
5. Others	
5.1. Exit of Philippines from IMF Supervisory Program	NEDA
5.2. Marcos Assets/Gold developments	PCCG
5.3. Entry of Indonesia's Sinar Group into San Miguel Corp.	DTM/PSE
5.4. Banking Operations of municipalities	BSP
<u>Domestic Trade/Price</u>	
6. Supply/Price Movements of critical basic commodities	
6.1. Rice and Corn	DA/NTA
6.2. Sugar	DA/PISA
6.3. Meat/Poultry/Fish	DA
6.3. Others/Price Monitoring (incidence of hoarding & overpricing)	DTM
7. Oil/Power Situation	
7.1. Oil Supply & Price situation	DOE/ERO
7.2. Power Supply/Service Interruption	DOE/IPC
7.3. Oil Deregulation developments	DOE

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SOCIAL DEVELOPMENT MATTERS

8. Labor and Employment

- 8.1. Wage hike
- 8.2. Employment/Unemployment rates
- 8.3. Industrial Relations: Strikes/Work Stoppage

DOLE
DOLE
DOLE/NLRC

9. Overseas Labor Employment

- 9.1. OCW cases
- 9.2. OCW Welfare issues/programs
 - o Contingency plans for OCWs in Iran

DOLE/DOEA
DOLE/OWWA
DOLE/OWWA

10. Agrarian Reform Matters

- 10.1. Masipag Group/Farmers Development
- 10.2. Other land reform issues/conversion

DAR
DAR

11. Health Problems

- 11.1. Epidemic/Break-out of Diseases
- 11.1. incidences of food poisoning

DOH
DOH

12. Cultural/Centennial Activities

- 12.1. Centennial Activities: Issues & Developments
- 12.2. Celebration/Program for Observation of
Bonifacio Day [Nov. 30]

NCC/NCCA
NCC/NCCA

POLITICAL/LEGISLATIVE MATTERS

13. Peace Process

- 13.1. Govt/NDF Peace Talks
- 13.2. Developments on release of Rodriguez Riza,
Police Chief & Army M/Sgt.

GRP Panel
DILG/ONP

14. Developments on the "Presidentialists"

PA-CLASIF

Legislative Matters/Developments

DE LO

- 15.1. Comprehensive Tax Reform Program (CTRP)
- 15.2. Social Reform Bill
- 15.3. Omnibus Electric Industry Act of 1997
- 15.4. Lifting of Ban on Political Advertising
- 15.5. Creation of Film Development Board of the Philippines
- 15.6. Extension of Rent Control Law
- 15.7. Status of Budget Hearing
- 15.8. Election-related bills
- 15.9. Others: Other major bills, congressional debates, legislative agenda.

SECURITY/PEACE AND ORDER

ICC, Lily

16. Peace and Order

- 16.1. Insurgency
- 16.2. Crimes: kidnappings, bank robberies, prohibition drugs, etc.
- 16.3. Human rights violations/abuses
- 16.3. Other incidents

NSC
DLS/INP

CCP

GENERAL ENVIRONMENT

19. Climate, Natural & Man-made

INDCC

- 19.1. Major typhoons, floods, volcanic eruptions, earthquakes, etc.
- 19.2. El Niño situation
- 19.3. Lahar Areas Developments
- 19.4. Big Trees

20. Transportation and Traffic

MNAC

- 20.1. Traffic situation (esp. in Metro Manila)
 - Modified Bus Segregation Scheme (MBS)
 - Status of terminal relocations

- 20.2. Transport Strikes
- 20.3. Transport Fare Hikes
- 20.4. Metro Manila/Seaside accidents

MNAC
DO/RTA/INP

21. Environment:

- 21.1. Garbage problems (esp. in Metro Manila)
- 21.2. Major environmental problems (e.g. air soil)
- 21.3. Squatter issues (e.g. demolitions)
- 21.4. Daily weather report
- 21.5. Water supply/major service interruptions
- 21.6. Water levels of major dams

MMC
DENR
HDDCC/GOX
DOST/PAGASA
MWSS
MWSS

22. Infrastructure

- 22.1. Major projects; developments; problems; ground breaking, etc.
- 22.2. Road repairs (esp. in Metro Manila)

DOWE
DOWH/DMC

GOVERNMENT

23. Ombudsman/Sandiganbayan

- 23.1. Major cases filed
- 23.2. Decisions

24. Developments/Expose

- 24.1. NPC aircraft deals
- 24.2. NEA case
- 24.3. TRCO loan scam
- 24.4. Battles over TV Channel 11

DOE/DMC
NGA
OF-TELE
OPB

INTERNATIONAL CONCERNS

25. News on AFP and relations to President's Air

OFSA/DA

26. Major international developments

OFSA

- 26.1. Iraq situation; implications to RP

OFSA

ORPL/PMU
17 November 1991

**OPCC
OPERATING
STRUCTURE**

P-FVR

CHAIRMAN
Executive Secretary

VICE-CHAIRMEN
S. DND S. DILG

EXECUTIVE COMMITTEE
• Nat'l Security Adviser • GPI-C
• SDES • Press Sec. • H. PMS

Media Support Group
OPS (lead)

OPCC Secretariat
FMS

**COUNTERPART
COORDINATING
CENTERS**

Departments Outside
of Task Force Lily

* Usec / Asec / Senior official
level only

TASK FORCE LILY
Chairman: SDES
DTI, DND/AFP, DILG/PNR, DFA,
NSC, PLLD, PSG and OP-
PACE (MO 275); DAVNFA/ NIA;
DOJ/NBI; DOE/NPC/NEA; DOTC;
DPWH/MWSS; DOLE/OWWA;
MMDA; OPS; OP (Legal, OES);
NICA; Mt. Pinatubo Commission;
and PAs for Political Affairs, Po-
lice Affairs, Military Affairs, and
Legislative Liaison

* Usec / Asec / Senior official
level only.

**Regional
Coordinating Centers**